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ABSTRACT

This student booklet on job changes is one of six in the Employability Skills Series, a set of instructional materials designed to teach secondary students and adults the skills involved in getting and keeping a job. The competency-based material is oriented to young adults but written at approximately the fifth-grade reading level. (An instructor's guide is available separately as CE 031 166.) Designed to help the student learn how to handle job changes, the unit focuses on three areas: planning ahead (long-term career planning promotions), resigning, and changing jobs. A list of seven knowledge and performance objectives acts as a table of contents. For each objective there are several pages of instructions and some activities for practice. A performance test with performance checklist is provided for each performance objective. Answer keys are provided for activities and self-tests where needed. These other materials are also given: unit review and glossary. (YLB)

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Job Changes

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Job Changes

July, 1979

State of Florida
DEPARTMENT OF EDUCATION
Ralph D. Turlington, Commissioner of Education
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This public document was promulgated at a cost of $1,625.40 or $.81 per copy to provide educators with employability skills instructional materials to be used with secondary school students and adults.

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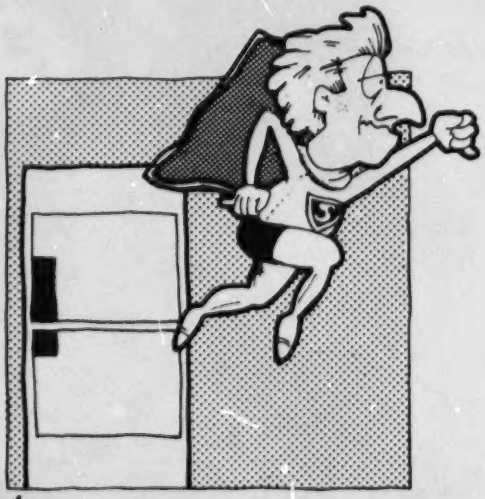
The Employability Skills Curriculum Team consists of Ora M. Kromhout, team leader and instructional designer; Linda W. Morse, instructional designer; Douglas R. Farrow, instructional designer and principal author of this unit; Barbara V. Fulghum, evaluator; Kathleen Lyons, editor; and Lynn Rogers, graphic designer.

Job Changes



4

Planning Ahead

What Employers Look For
Planning Your Promotion

Resigning

Reasons for Resigning
Resigning the Right Way
Writing a Letter of Resignation

Changing Jobs

Changing Careers
Losing a Job

What would you do if you had a job and someone offered you another job that you wanted to take? Would you know how to say goodbye to your employer and your job?

This booklet is written to help you learn how to handle job changes. At some time in your life, you'll probably be faced with a chance or desire to change your job. This unit (booklet) will help you decide whether your reasons for wanting to change are good reasons. It should also help you to make the change smoothly.

Here's how to use this booklet.

Read the objectives on page 7. The objectives tell you exactly what you should be able to do when you have finished the unit.

There are two kinds of objectives in this booklet: a performance objective and several knowledge objectives.

The performance objective is marked with an arrow. A performance objective tells you what you must be able to *do*.

Knowledge objectives tell you what you should *know* when you have completed the unit.

Work through the unit. For each objective, there are several pages of instruction and some activities that allow you to practice what you have learned. Each objective also has a test.

For the *performance objective*, you will take a performance test to see whether you have mastered the skills described in the performance checklist. The performance test includes a performance checklist that your instructor will use to see whether you have done the performance test correctly. After you finish the performance test, show your work to your instructor for approval. If it is correct, your instructor will initial the space on page 7 beside that objective. If it is not correct, you must study the objective again and then take the performance test over.

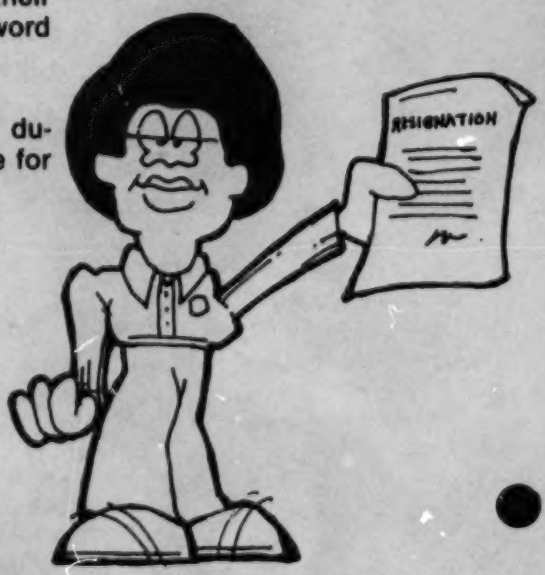
For each *knowledge objective*, there is a self-test in the booklet. The self-test gives you a chance to be sure you know the objective before you take the final unit test. Try to answer these self-tests without looking up the answers, so that you will be prepared to pass the final test. Your instructor will give you the final test on the knowledge objectives when you have finished the unit.

Review the unit. When you have finished the booklet, use the *Unit Review* on page 75 to be sure you know the answers to all of the knowledge objectives. This is also the time to check to see whether you have completed the performance test.

Take the final unit test. The unit test is a written, closed-book test. You probably won't have much trouble with the final unit test if you have read the information, done the activities, and answered the self-tests without looking back for the answers.

Use the glossary. Some of the words in this booklet may be new to you, or they may be used in a different way. At the end of the unit is a glossary, which is a list of words with their meanings. Use this list when you aren't sure what a word means.

Changing jobs means new faces, new situations, new duties. This unit will give you some idea of what's in store for you when you change your job.



Objectives

After completing the unit, you should be able to:		INFORMATION PAGES	TEST PAGES
1.	List five qualities your employer looks for when thinking about promoting you.	11-18	29
2.	List the four steps in a promotion plan.	19-27	29
3.	Name four good reasons for resigning from a job.	31-38	49
4.	List five rules (do's and don'ts) for resigning.	39-46	49
Do it! 5.	Write a letter of resignation.	51-57	58-60
6.	List four disadvantages to think about before changing careers.	61-66	73
7.	List four steps to take if you lose your job.	67-71	73

Do it! Instructor's initials on performance test (Objective 5): _____

Planning Ahead

It may seem early to start thinking about a career. You may not even have had your first job yet. But it is never too early—or too late—to think about your career plans. A career is much more than a single job. It is any long-term involvement in a particular field of work. A career can be full-time or part-time, paid or unpaid. But one thing that is true of all careers is that they consist of a slow but steady series of related jobs. This includes promotions within those jobs.

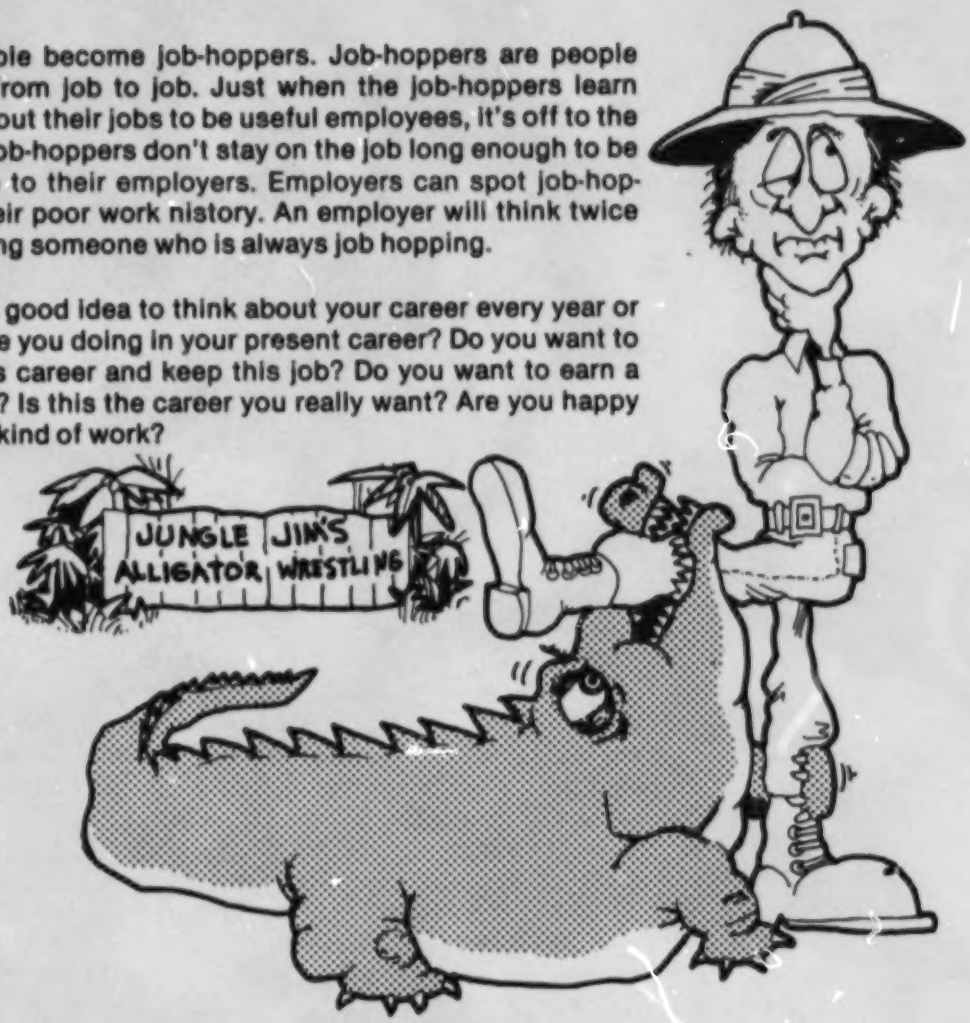
Some people do not want a career; they are happy to drift from job to job. But this is not what most people do. Most people plan long-range goals for their careers. What job would you like to hold in 10 years? in 20 years? For some jobs you must have long years of training and experience. You can't become a head nurse or a factory superintendent by drifting from job to job. You must decide what you want to do and then try to find and keep jobs that will help you meet your career goals.

As you gain work experience, you will probably want your job to grow and develop too. You may want to earn more money and have more job responsibility.

Few workers stay in one job all of their working lives. Some people change jobs every four or five years. Some people even change their careers. But most people make these changes only after careful thinking.

Other people become job-hoppers. Job-hoppers are people who drift from job to job. Just when the job-hoppers learn enough about their jobs to be useful employees, it's off to the next job. Job-hoppers don't stay on the job long enough to be of any use to their employers. Employers can spot job-hoppers by their poor work history. An employer will think twice before hiring someone who is always job hopping.

Still, it *is* a good idea to think about your career every year or so. How are you doing in your present career? Do you want to stay in this career and keep this job? Do you want to earn a promotion? Is this the career you really want? Are you happy doing this kind of work?



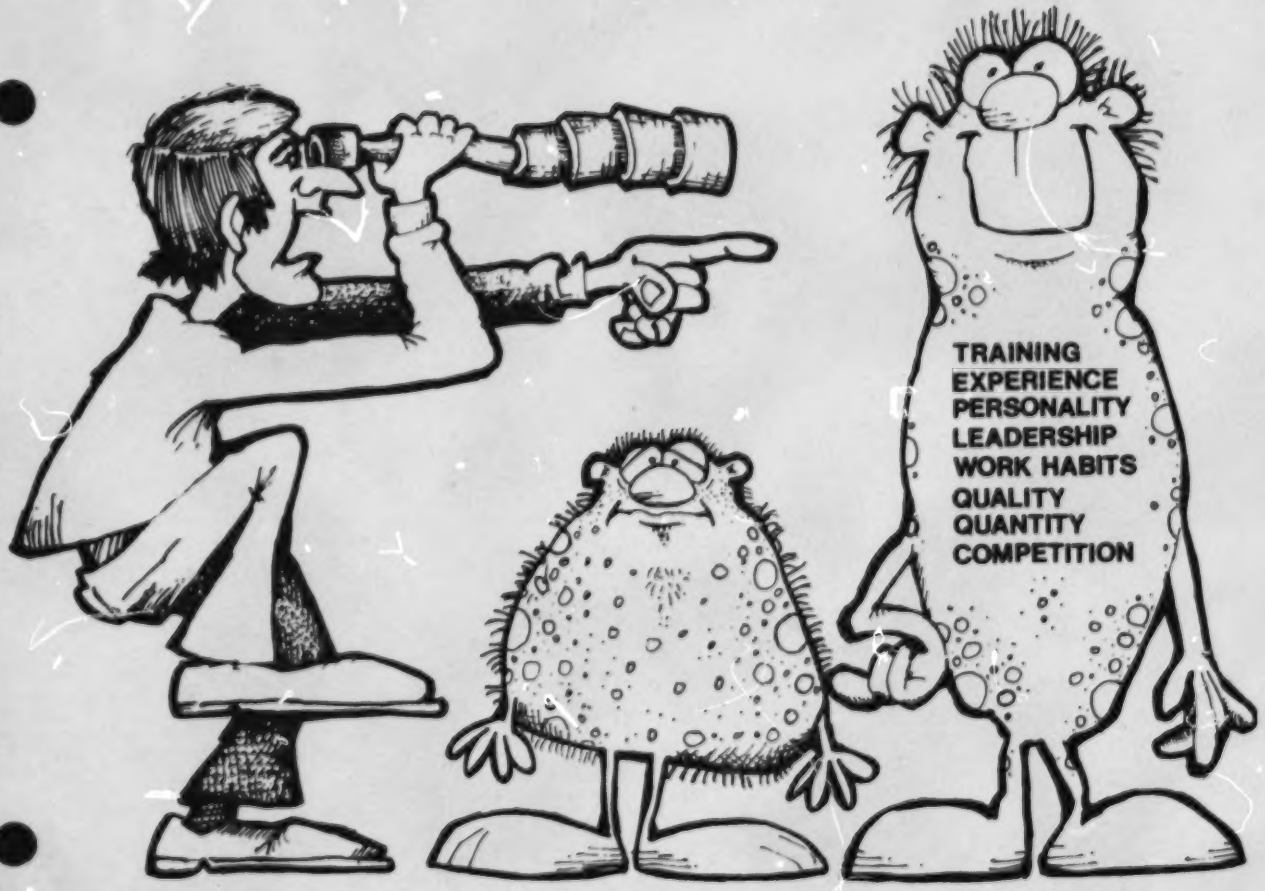
If you are not happy in your present kind of work, there are many ways of changing jobs. Sometimes the change is your idea, but often it is not. If you stay with the same company, you may get a promotion (a better job) or a demotion (a step down). You may also leave because your job ends (layoff), because you resign (leave on your own), or because you are fired (forced to leave). This unit will give you a chance to explore these job changes.

What Employers Look For

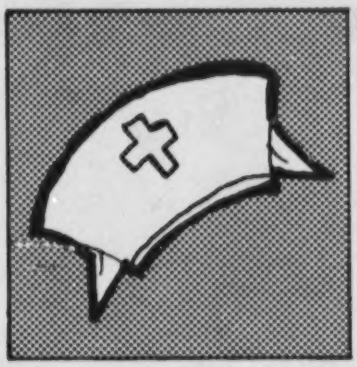
Getting a promotion is a big event for most people. It means a better job and an advance in rank and importance. It usually means more money and less supervision. You may even be promoted to supervisor yourself!

What does it take to get promoted? A promotion isn't a gift from your employer. You must work hard to earn that promotion. Consider what qualities your employer looks for. You must show your employer that you have these qualities before you can earn a promotion.

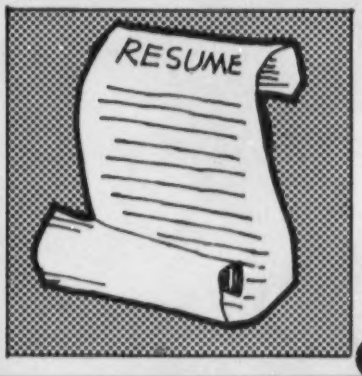
When better jobs become available, how does your employer pick the person to be promoted? In deciding whether to promote you, your employer will think about whether you are qualified and are capable of doing the new job. S(he) will consider several things such as . . .



Training. Many jobs require special training, education, licenses, certificates, or examinations. Ask yourself: Do I have the training I need for the job? Can I pass the tests that may be required to get a better job?

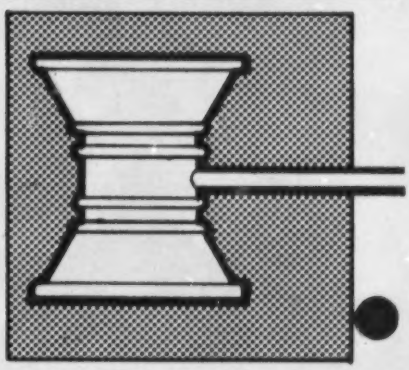


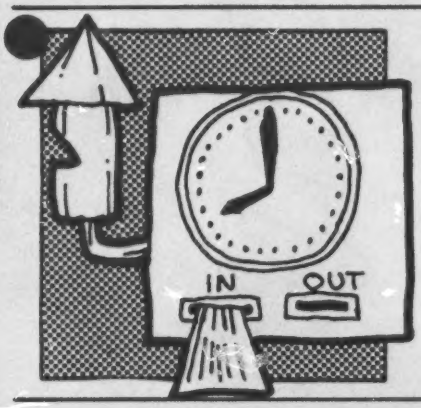
Experience. Employers are more likely to promote workers who know a lot about their jobs as well as the jobs they hope to be promoted to. In some places, promotions are based on *seniority*. Seniority means that when a promotion opens up, the worker who has been on the job the longest time gets the promotion. Ask yourself: Have I been on the job long enough to know a lot about my job as well as the job I hope to be promoted to?



Ability to Get Along with Others. Workers who are moody, are hard to get along with, or get angry easily are unlikely to win a promotion. Employers promote employees who are cheerful and work well with others. Ask yourself: Do I work well with others?

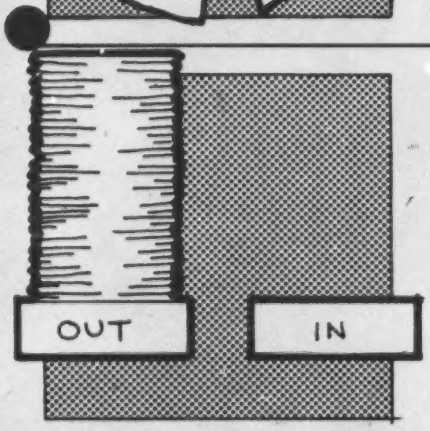
Leadership Ability. It is one thing to get along well with people. It is something else to get them to work for you. Getting a promotion often means being placed in a job supervising others. Employees who want promotions should be able to direct others' work and get their own work done also. Ask yourself: Am I good at being a leader and having others work for me?





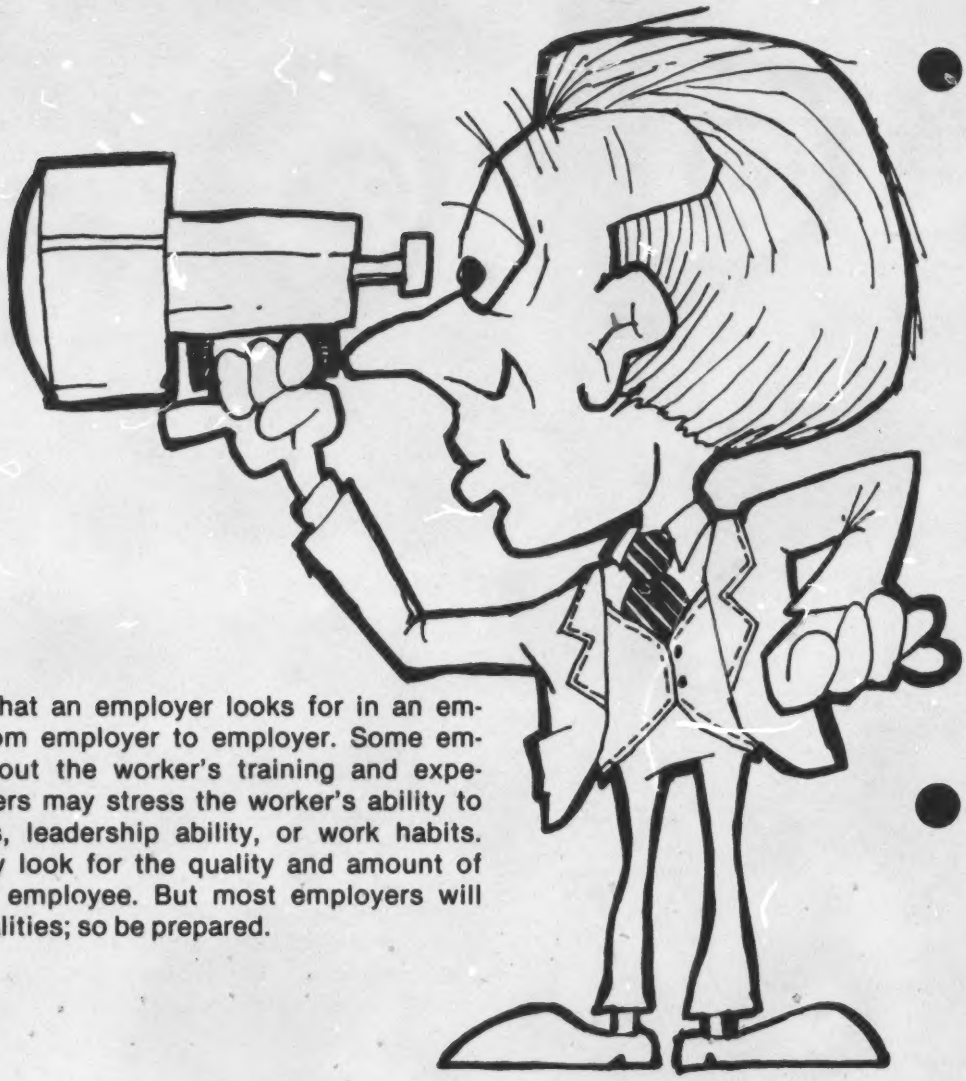
Work Habits. Employers promote employees who have good work habits. Workers have a better chance of being promoted if they come to work on time, obey safety rules, and keep their tools and work areas clean. Ask yourself: Am I a dependable worker with good work habits?

Quality of Work. Workers who do their present jobs well have a better chance of being promoted. Ask yourself: Do I do good quality work?



Amount of Work. Employees who work fast and get a lot done can get promotions. Good, fast work impresses employers because they are getting more for their money that way. Some companies even require their workers to do a certain amount of work each day. Ask yourself: Do I usually finish my work on time?

Competition—How You Compare to Other Qualified Applicants. Who else will be considered for the job? The answer to this question will be different every time there is a promotion open. Your competition will be other workers who deserve a promotion. Ask yourself: Am I the only person who is trying for the job? How do I look as a worker next to the other workers who want the promotion?



This list of qualities that an employer looks for in an employee will change from employer to employer. Some employers care most about the worker's training and experience. Other employers may stress the worker's ability to get along with others, leadership ability, or work habits. Another employer may look for the quality and amount of work produced by an employee. But most employers will look for all of these qualities; so be prepared.

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Activity:

Qualities Needed for Promotion

Listed below are eight qualities that employers consider when thinking about promoting an employee. In the blank under each work scene, write the quality that the employer is thinking about.

Qualities

- training
- ability to get along with others
- leadership ability
- quality of work
- experience
- competition—how you compare to other qualified applicants
- work habits
- amount of work

Work Scenes

1 There's a job opening at XYZ Farm Equipment Company. Seven workers qualify for the promotion, and Margo has a good chance of getting it.

Quality: _____

2 Brian is the best typist in this office. He is very accurate.

Quality: _____

3 Mike has been working at the Walnut Wood Shop longer than anyone.

Quality: _____

4 Alice has been with International Pencil Company for over a year. She has never been promoted, but now she is being considered for a promotion. In fact, her supervisor is thinking of her right now and would like to see her. But Alice isn't in—she's late for work again.

Quality: _____

5 Leroy has been doing a good job at Ted's Cycle Shop. He is the only member of the work crew who has a training certificate in motorcycle repair.

Quality: _____

6 Lisa is head of the typing pool. There's a position open as chief office manager for which she qualifies. The typists work hard for her, as does everyone.

Quality: _____

7 Ralph works at Dynamic Records where he checks every record to make sure that it has a label. He has a set number of records he is supposed to check every day, but he never even comes close to looking at that many.

Quality: _____

8 Mary is rude to many of her co-workers; nobody can stand working with her.

Quality: _____

Check your answers on the next page.

Check your answers.

1. competition
2. quality of work
3. experience
4. work habits
5. training
6. leadership ability
7. amount of work
8. ability to get along with others

Planning Your Promotion

Your employer decides who will be promoted, but that doesn't mean that there is nothing you can do about it. Plan your promotion so that when a better job opens up and you want it, you will be ready to move into it. If you are not ready when an opportunity comes along, you may miss your chance. The best way to plan for a promotion is to follow these simple steps:

Step 1: Find out whether there is a job that you would like to be promoted to.

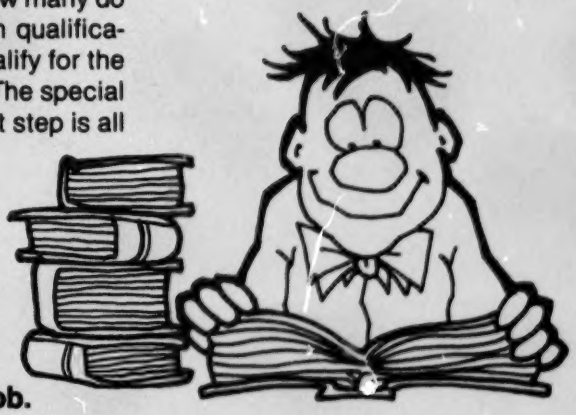
First, find out exactly what job you are interested in and can be promoted to. Just because you want a promotion does not mean that there is a job open. You may have to wait until there is an opening. If no jobs will be open for a year, then you cannot be promoted for at least a year.

Step 2: Know the qualifications for the job.

Find out what the qualifications are for the job you want. Qualifications are the things that make you especially suited for the job. How much experience is needed? What training or education is required? Do you need a special license, diploma, or certificate? Do you have to pass a test? Must you be able to supervise others? Ask your boss, your supervisor, or a fellow worker what qualifications you must have for the job. Find out *exactly* what it takes to get the promotion. Make a list of the qualifications.

Step 3: Find out whether you have the qualifications.

Look at the list of qualifications to get the promotion. How many do you already have? Which ones don't you have? Which qualifications do you still need? Find out what you must do to qualify for the promotion. Do you have the experience? The training? The special license? If not, you must get them. That is what the next step is all about.



Step 4: Do what is necessary to qualify for the job.

In step 3 you found what you need to do.The next step is to do it. If you need to take some classes, then go to school. Good courses are offered by community colleges, vocational-technical schools, and universities. Also find out about adult education classes, apprenticeship programs, correspondence courses, and company training programs. These are a few of the ways to get the education or training you need. If you need to take a test, study and sign up for it. You can't be considered for a promotion if you don't have what it takes to do the new job. Be sure that you meet every qualification.

Larry has worked at the Old English Clothes Store for two years. He wants a promotion, but he isn't sure how to go about getting one. His friend Bruce told him about these four simple steps. Larry decides to try them . . .

Step 1: Larry finds out whether there is a job that he would like to be promoted to.

Larry asks his boss, Mr. Sands, what other jobs in the store he could have. Mr. Sands tells him that there is only one chance for promotion: from stockclerk to salesclerk. Salesclerks sell clothes and work with people, as Larry wants to, instead of working in the back of the store. Also, the pay is higher. Mr. Sands tells him that one of the salesclerks is leaving in three months, and so Larry decides to try for a promotion.

Step 2: Larry knows the qualifications for the job.

Larry asks Mr. Sands what the qualifications are for the salesclerk job. He finds that it takes three things. First, he must have worked for the store for a year. Second, he must get along well with people. And third, he must have gone through the store's sales training program. Anyone who wants the job must have all three qualifications.

Step 3: Larry finds out whether he has the qualifications.

Larry asks himself whether he has the three qualifications. Has he worked for the store for a year? Yes. Does he get along well with people? Yes. Has he gone through the store's training program? No! He skipped the program because he had worked in another clothing store before. He doesn't qualify for the job because he has not been through the training program.

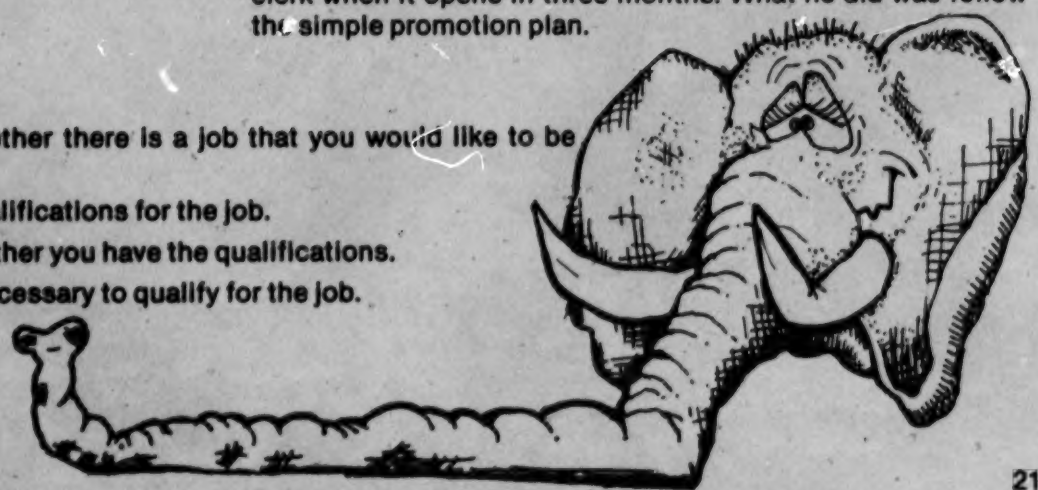
Step 4: Larry does what is necessary to qualify for the job.

Now he knows just what he must do. Larry signs up to take the store's sales training program. That way he will have all of the qualifications for the new job.

Larry has a good chance of getting the promotion to salesclerk when it opens in three months. What he did was follow the simple promotion plan.

REMEMBER:

1. Find out whether there is a job that you would like to be promoted to.
2. Know the qualifications for the job.
3. Find out whether you have the qualifications.
4. Do what is necessary to qualify for the job.



Activity:

Planning for Promotions

1. The four steps in the promotion plan are out of order. In the blanks below, write them in proper order.

   - Do what is necessary to qualify for the job.
   - Know the qualifications for the job.
   - Find out whether there is a job that you would like to be promoted to.
   - Find out whether you have the qualifications.

   Step 1: _____

   Step 2: _____

   Step 3: _____

   Step 4: _____

2. Nancy has been a teller at First National Bank for six months and has taken two banking courses. She would like to be promoted. Nancy asks her supervisor what job she can qualify for. Nancy is told that she can become an assistant head teller after she has been a teller for eight months and has taken three banking courses. What steps in her promotion plan should Nancy do next?

   _____

   _____

Turn the page and check your answers.

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Check your answers.

1. The four steps, in proper order, are:

   Step 1: Find out whether there is a job that you would like to be promoted to.
   Step 2: Know the qualifications for the job.
   Step 3: Find out whether you have the qualifications.
   Step 4: Do what is necessary to qualify for the job.

2. Nancy has done *Step 1* and has found she can be promoted to assistant head teller. She has also done *Step 2*, since she knows what the job qualifications are.

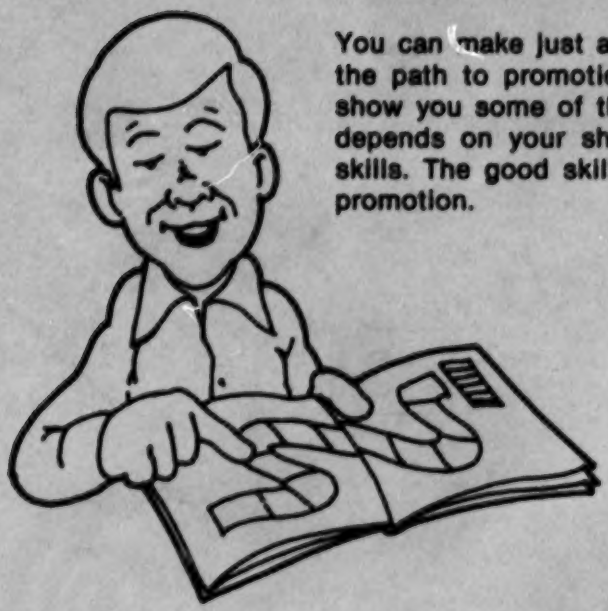
   You should have the following for your answer:

   Nancy will find out if she has the qualifications.

   Nancy will do what is necessary to qualify for the job. (She will take another banking course and work two more months. Then she will be qualified for promotion.)

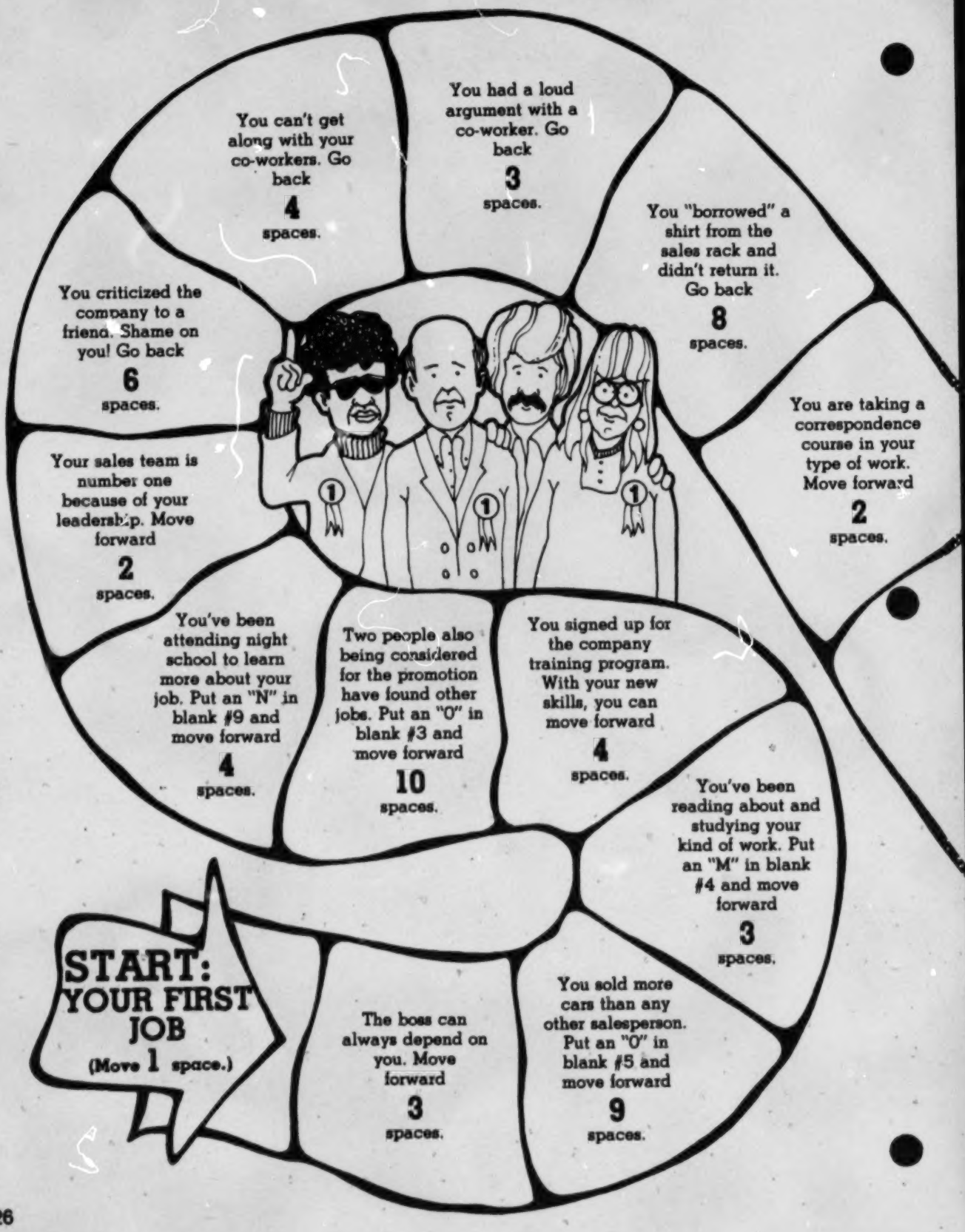
Activity:

The Promotion Puzzle



You can make just as many wrong steps as right ones on the path to promotion. The puzzle on the next page will show you some of these steps. In this puzzle, each move depends on your showing good or bad work habits and skills. The good skills and work habits will lead you to a promotion.

To get started, find the arrow marked "START." As you go through the puzzle, you will be moving forward and backward. Move the number of spaces each block tells you to. Use your fingertip to help you keep your place. Some spaces will ask you to place a letter in the blocks in the upper right corner of the page. When you are done, these letters will spell out what you may get on the job for having good work habits and skills. The promotion puzzle is on the next page.


You can't get along with your co-workers. Go back 4 spaces.
You had a loud argument with a co-worker. Go back 3 spaces.
You "borrowed" a shirt from the sales rack and didn't return it. Go back 8 spaces.
You are taking a correspondence course in your type of work. Move forward 2 spaces.
You signed up for the company training program. With your new skills, you can move forward 4 spaces.
You've been reading about and studying your kind of work. Put an "M" in blank #4 and move forward 3 spaces.
You sold more cars than any other salesperson. Put an "0" in blank #5 and move forward 9 spaces.
The boss can always depend on you. Move forward 3 spaces.
Two people also being considered for the promotion have found other jobs. Put an "0" in blank #3 and move forward 10 spaces.
You've been attending night school to learn more about your job. Put an "N" in blank #9 and move forward 4 spaces.
Your sales team is number one because of your leadership. Move forward 2 spaces.
You criticized the company to a friend. Shame on you! Go back 6 spaces.
START: YOUR FIRST JOB (Move 1 space.)

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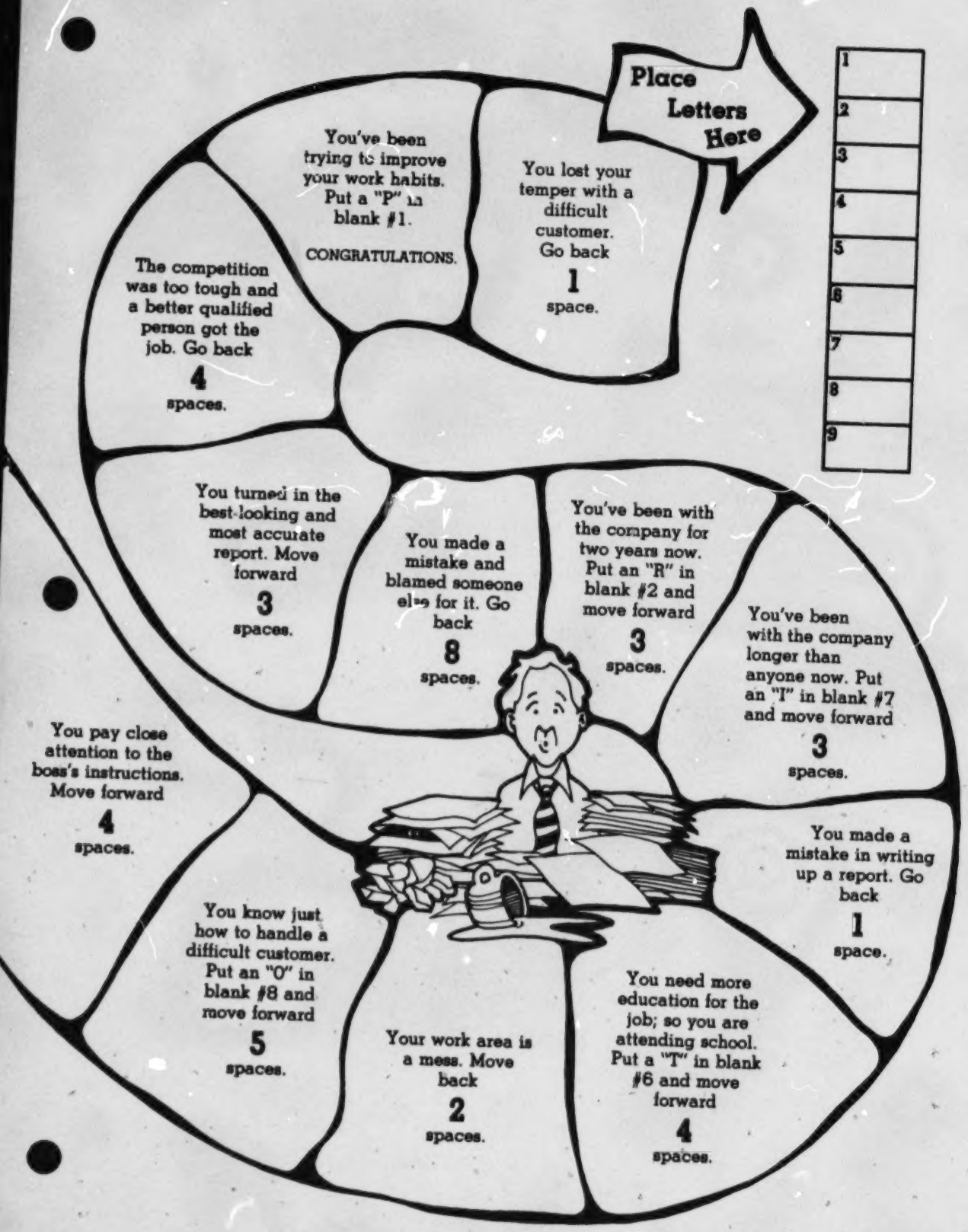

Place Letters Here
1
2
3
4
5
6
7
8
9
You've been trying to improve your work habits. Put a "P" in blank #1.
CONGRATULATIONS.
You lost your temper with a difficult customer. Go back 1 space.
The competition was too tough and a better qualified person got the job. Go back 4 spaces.
You turned in the best-looking and most accurate report. Move forward 3 spaces.
You made a mistake and blamed someone else for it. Go back 8 spaces.
You've been with the company for two years now. Put an "R" in blank #2 and move forward 3 spaces.
You've been with the company longer than anyone now. Put an "I" in blank #7 and move forward 3 spaces.
You made a mistake in writing up a report. Go back 1 space.
You need more education for the job; so you are attending school. Put a "T" in blank #6 and move forward 4 spaces.
Your work area is a mess. Move back 2 spaces.
You know just how to handle a difficult customer. Put an "O" in blank #8 and move forward 5 spaces.
You pay close attention to the boss's instructions. Move forward 4 spaces.

Self-Test

Name _____

Date _____

Objective 1

An employer considers eight things when deciding whether an employee is qualified for a promotion. List five of the eight qualities. You may use your own words.

1. _____
2. _____
3. _____
4. _____
5. _____

Objective 2

List the four steps in a promotion plan. You may use your own words, but the four steps must be in proper order.

1. _____
2. _____
3. _____
4. _____

Turn the page and check your answers.

Answers to Objective 1

You should have listed five of the qualities below:

- training
- experience
- quality of work
- amount of work
- ability to get along with others
- leadership ability
- work habits
- competition—how you compare to other qualified applicants

If you were unable to list at least four of the qualities, review pages 11-18.

Answers to Objective 2

You should have listed these four steps in proper order:

1. Find out whether there is a job that you would like to be promoted to.
2. Know the qualifications for the job.
3. Find out whether you have the qualifications.
4. Do what is necessary to qualify for the job.

If you did not list all four correctly and in proper order, review pages 19-27.

Resigning

Reasons for Resigning

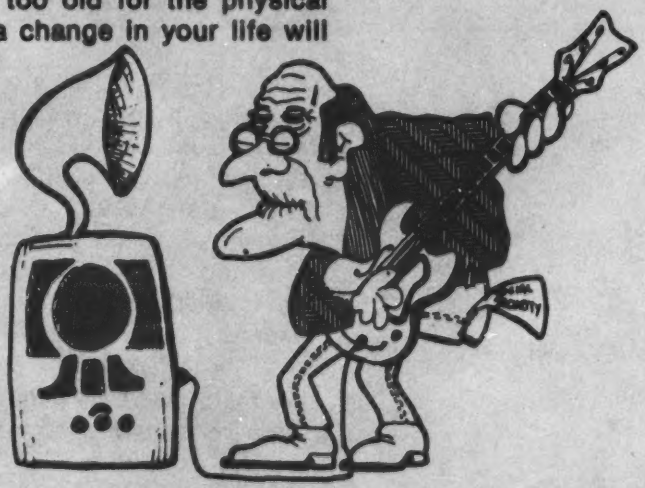
At some point in your career you're probably going to resign from a job. You may have a good offer somewhere else. Or perhaps you're just not happy with your job. But don't just resign one day because you feel angry. Remember, when you apply for a new job, you will probably be asked why you left your old job. It will be easier to get the new job if you resigned from your old job for good reasons.

What are good reasons for resigning from a job? Here are some important reasons that an employer will understand.

Better Job Somewhere Else. A good boss understands that workers must think of themselves. If another job can offer better pay or better working conditions, then it makes sense for the worker to resign and take the other job. Just be sure you don't resign until *after* you have been offered another job.

Your Job Changes. Sometimes your job may change. A new machine may be invented that changes the way you do your job. This is called *automation*. Or, your company may move to a new city, but you may want to stay where you are. Your job may even change because your company reorganizes, which means that peoples' jobs are changed around. You may find that your job may be changed so much that you can't do it anymore, or you don't want to do it anymore.

You Change. People change and sometimes their jobs aren't right for them anymore. You may find new interests, or you may go to school, or you may learn new skills. Then you may find that your old job doesn't interest you anymore and you want to find a new one. Other reasons for changing your job are that you may want to spend more time with your family, or you may become too old for the physical strains of your job. Many times, a change in your life will make you want to change your job.



Dead-End Job. A dead-end job is one that doesn't go anywhere. You almost never get a promotion or a raise. Sometimes that isn't bad. You may like the job so much that you don't need a promotion, although of course everyone can use a raise!

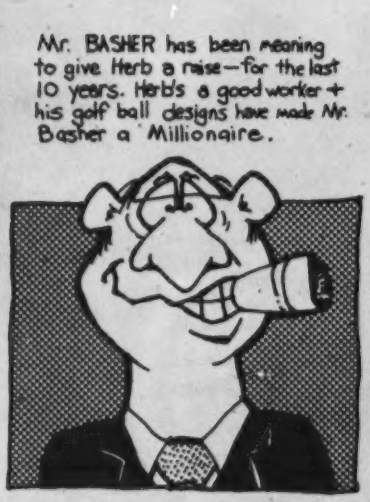
A dead-end job may be a problem if things that you *want* to change don't change. If there are working conditions that make you very unhappy, and if there is little chance that they can be changed, you should consider changing your job. If you decide that it is best for you to resign, tell your employer and explain the reason. S(he) may offer you a raise or promotion in order to keep you, or s(he) may change the other conditions that make you unhappy, such as working under a bad supervisor. But remember, don't talk about resigning until you have another job. If you don't have another job, you can talk to your employer about changes—like a raise—but don't resign unless you have another job.

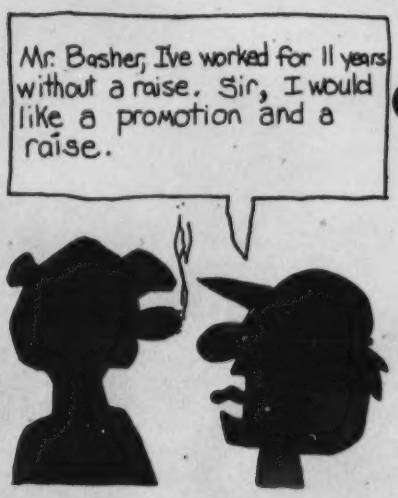
Think of the above reasons for resigning as *four* main reasons:

1. **better job somewhere else**
2. **your job changes**
3. **you change**
4. **dead-end job**

These are important reasons for resigning. They are reasons that you should think about for a long time before you go in to talk to your boss about leaving. DON'T resign just because you had a bad day or got angry at work. And don't resign if the problems at your job can be worked out some other way. Remember, a bad reason won't seem so important the next day. A good reason will seem important for a long time.

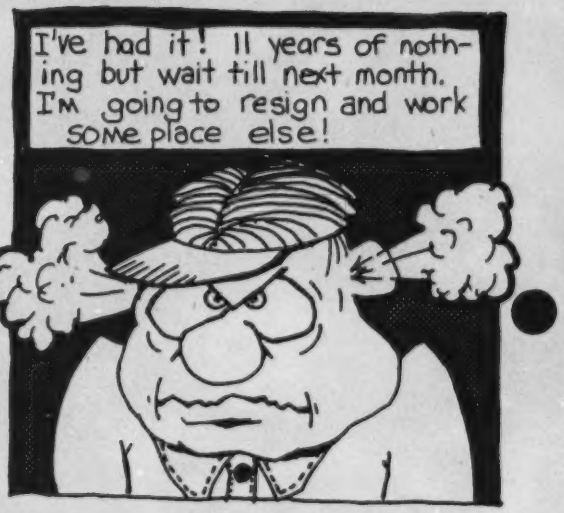
HERB WALLACE has worked for Basher, Inc. for 11 years. He designs Golf Balls. He's been meaning to ask Mr. Basher for a Promotion.


Mr. BASHER has been meaning to give Herb a raise—for the last 10 years. Herb's a good worker + his golf ball designs have made Mr. Basher a Millionaire.

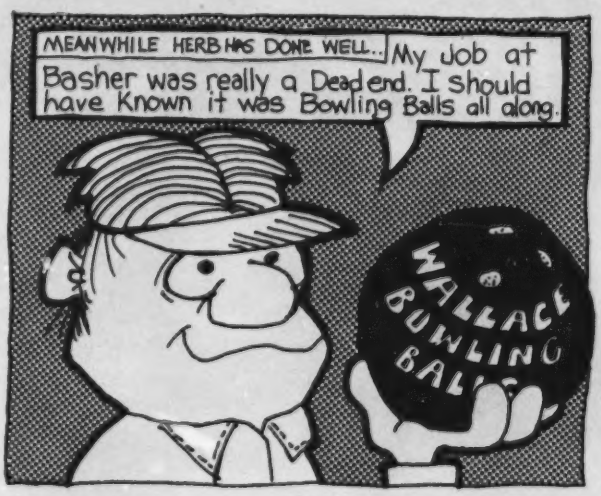

Mr. Basher, Ive worked for 11 years without a raise. Sir, I would like a promotion and a raise.

Here goes the valve job on my sports car and the vacation to Switzerland!

Well, Herb, lets see how sales go on the Eagle X7G. I'll let you Know next month.


I've had it! 11 years of nothing but wait till next month. I'm going to resign and work some place else!

Oh My! Herb has resigned. My golf balls, oh no, my profits! I'll never be able to find another designer like Herb.


MEANWHILE HERB HAS DONE WELL..
My Job at Basher was really a Dead end. I should have Known it was Bowling Balls all along.
WALLACE BOWLING BALLS

Activity:

Good Reasons to Resign

1

Place a check (✓) in front of the statements that show a good reason for resigning.

___ a. "This old job just isn't the same now that they have reorganized the company. I may have to resign."

___ b. "Six weeks on the job and still no raise! I resign!"

___ c. "Now that my husband is working again, we don't need my salary. We planned that I'd resign and go back to school as soon as he got a job, and I'm going to do it!"

___ d. "Everywhere I work everybody picks on me—pick, pick, pick. I'm going to resign."

___ e. "That job in Jacksonville will be a real step up for me. I'm going to resign from my job here."

2

Imagine the following scene. It's break time at the Wizard's Pinball Factory. A group of workers are sitting around, resting and talking about what it's like to work at Wizard's. Some aren't very happy and are talking about resigning. Read the following conversation. Each time a worker gives a good reason for resigning, write the reason in the blank. If the worker gives a bad reason or bad advice, leave it blank.

Margie: *I've been here at the Wizard's for four years, and I still haven't gotten a raise. If I don't get one soon, I'm going to have to look for another job.*

a. _____

Pete: *I may start looking for another job too, Margie. I think I'm getting too old for working here. It's getting harder and harder to lift those heavy boxes of pinball parts. I guess I'll have to look for a job someplace else.*

b. _____

Andy: *Gosh, you're just a softie, Pete, but I'm ready to quit myself. The old Wizard made me mad today, and I'm going to show him how bad off he'll be without me. I'm going right up to him and tell him I quit.*

c. _____

Mary: *That won't hurt anybody but yourself, Andy.*

Josh: *Just walk off the job, Andy. Don't even bother to tell the Wizard you quit.*

d. _____

Lavonia: *You're crazy to quit a job before you get another one. A store has offered me a better job with higher pay. I'm going to resign here and take that one.*

e. _____

Doug: *I'm worried about all this reorganization that the Wizard is planning. He's got big plans for expanding. I hear he is planning to open up a shop in Orlando, and some of us will be transferred. I don't want to move to Orlando. I guess I'll have to resign.*

f. _____

Eric: *Just don't show up in Orlando, Doug.*

g. _____

Jimmy: *It doesn't matter to me what the Wizard does about reorganization. He's always yelling at me for being late, and I'm tired of it.*

h. _____

Mary: *Well, it looks like our coffee break is over. Let's get back to work.*

Check your answers on the next page.

Check your answers.

1. You should have checked these as good reasons:

   ✓ a. "This old job just isn't the same now that they have reorganized the company." (your job changes)

   ✓ c. "Now that my husband is working again, we don't need my salary. We planned that I'd resign as soon as he got a job, and I'm going to do it!" (you change)

   ✓ e. "That job in Jacksonville will be a real step up for me." (better job somewhere else)

2. Here are the correct answers.

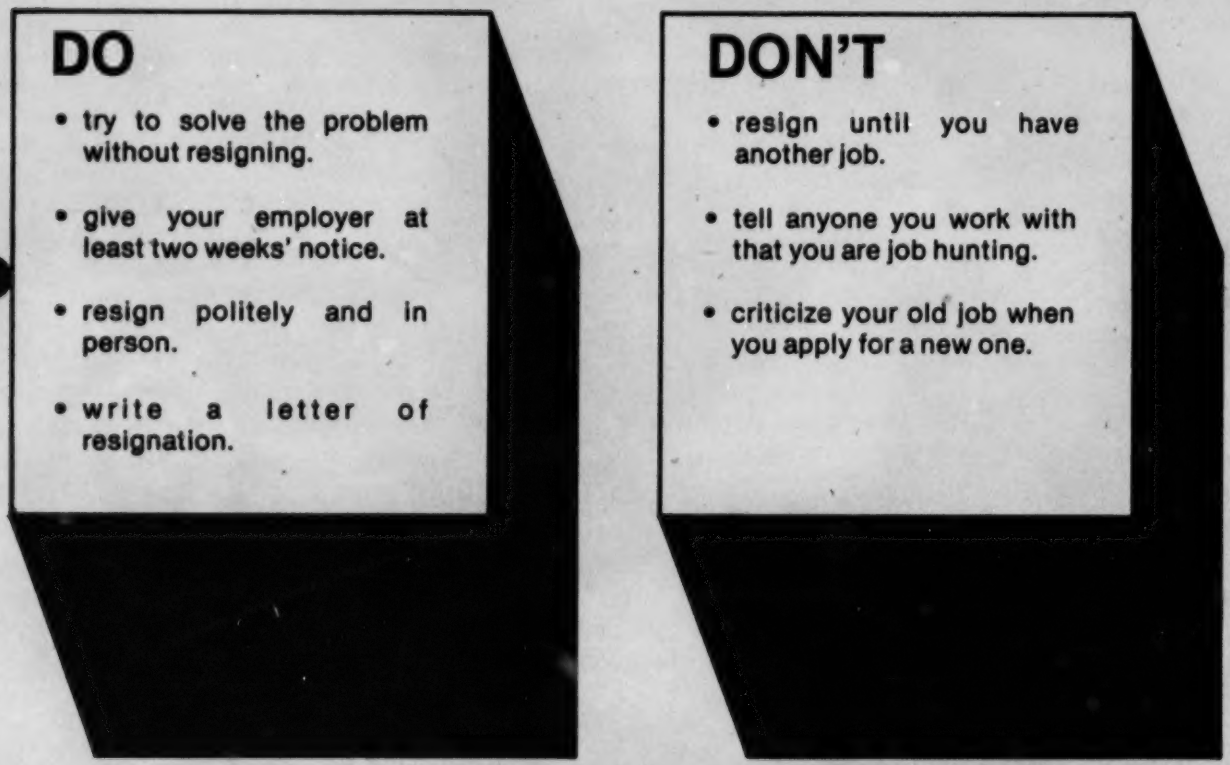
   a. Margie has a dead-end job.
   b. Pete has changed.
   c. Andy does not have a good reason to resign. You should have left this blank.
   d. Josh is giving bad advice to Andy. You should have left this blank.
   e. Lavonia has a better job elsewhere.
   f. Doug's job may change on him; he may be transferred to Orlando.
   g. Eric is giving bad advice on how to resign. You should have left this blank.
   h. Jimmy's reason is bad. You should have left this blank.

Resigning the Right Way

Once you are sure that you have a good reason to resign, all you have to do is collect your belongings and walk off the job, right? Wrong! There's a big difference between resigning properly from a job and just quitting.

If you walk off one job, you may find it is hard to get another job. **Employers don't hire workers who simply walked off their last jobs!** They are afraid that you will do the same thing to them. So, if you have decided that you have a good reason to resign from your job, follow these rules for resigning.

RULES FOR RESIGNING


DO
• try to solve the problem without resigning.
• give your employer at least two weeks' notice.
• resign politely and in person.
• write a letter of resignation.
DON'T
• resign until you have another job.
• tell anyone you work with that you are job hunting.
• criticize your old job when you apply for a new one.

Do try to solve the problem without resigning. Resigning is a serious step that should be taken only for a very important reason and after a lot of thought. If you resign over a small problem, it will look as though you were just looking for an excuse to leave. When a problem comes up, do your best to solve it. Speak to your employer, supervisor, or co-workers, and try to work it out. Resign only after you have tried everything else first. Don't resign in anger, because the next day you may wish that you still had a job. Cool off and think it over.

Do give your employer at least two weeks' notice. As soon as you decide to resign, be sure to tell your employer. S(he) needs to know as soon as possible so s(he) can plan work schedules and hire someone to take your place. However, you should not resign until you have another job offer. Once you have a job offer that you want to take, tell your employer that you're resigning. If your new job starts in a month, tell your employer a month before you will be leaving. But *always* give your employer at least two weeks' warning that you will be leaving. This is called giving notice. That will also give your employer a chance to offer you a promotion or raise to convince you to stay.

Do resign politely and in person. When you leave a job, you want to leave behind good impressions. You want your employer to think well of you so s(he) can later recommend you to other employers. For this reason, you must resign politely and in person. Don't skip this step and ask one of your co-workers to tell your employer for you. Plan ahead for what you will say when you give your notice. Be polite. Say something good about the job you had, and be sure to thank your employer for having given you the chance to work for him/her.

Do write a letter of resignation. This short letter tells your employer that you are leaving and it makes your resignation official. When you first tell your boss in person that you are leaving, you are giving notice. Your letter comes after that. Be sure to give a copy to the boss for your file at work and keep a copy for your own records. That way you will have proof that you didn't just walk out of your last job—you resigned in a proper and considerate way.

Don't resign until you have another job. This is the most important rule of all. Almost any job is probably better than no job. Also, someone is more likely to hire you if you have a job than if you have been out of work for a while. So keep your job until you get a definite job offer from someone else.

Don't tell anyone you work with that you are job hunting. Don't end up like poor Mary. She told one of her co-workers that she was looking for another job, and soon everyone knew. But Mary couldn't find another job, and so she decided to stay at her old job. One day her employer called her into the office and said, "I understand you don't want this job anymore. You are looking for another job. Well, that's fine. I've hired someone to take your job. You're fired."

41

Don't criticize your old job when you apply for a new job. Your new employer will think that you will be as loyal to him/her as you were to your old employer. You are less likely to be hired if you say bad things about your old job, employer, or co-workers. Even if your old employer was pretty awful, the bad things you say somehow stick to you. So don't criticize your old job, employer, or co-workers.

Here's a review of the rules for resigning.

- Do try to solve the problem without resigning.
- Do give your employer at least two weeks' notice.
- Do resign politely and in person.
- Do write a letter of resignation.
- Don't resign until you have another job.
- Don't tell anyone you work with that you are job hunting.
- Don't criticize your old job when you apply for a new one.

Activity: Do's and Don'ts

Patty works at the jewelry counter at Rhinestone's, Inc. She is soon going to resign from her job, but she is really worried about how to go about it. Patty knows she has made some mistakes already, but she isn't sure what they are. She has just written to her friend, Sandy, to tell her about her resigning problem. In the letter, she tells Sandy what she has done. Some of the things that Patty has done are right and some are wrong. Write the do's and don'ts that Patty has made in the correct space on the next page. You may want to refer to the list of do's and don'ts on page 42.

2307 Wright Road
Orange Grove, Florida 33880
June 26, 1977

Dear Sandy,

How are you? I'm fine except that I'm upset about my job. As you know, I've been working at Rhinestone's for over a year. There is another salesclerk, Sylvia, who is driving me crazy. I talked to my supervisor about her, but nothing has been done about it (a). So, I told another girl that I'm looking for a new job (b). I haven't found one yet (c). I had an interview at one place, but they asked me why I was leaving Rhinestone's, and I just had to say it was because I hated the place and just about everyone in it (d).

But I have made up my mind. I'm leaving two weeks from this Friday (e). I finally got my courage up and went to see my boss and tell her that I'm resigning (f). I also wrote a letter of resignation (g).

Sandy, wish me luck so I can find a new job. Write me soon.

Your friend,

Patty

Patty

P.S. Sorry this letter was all about my trouble with resigning!

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

Turn the page to check your answers.

45

Check your answers.

a. Do try to solve the problem without resigning.
b. Don't tell anyone you work with that you are job hunting.
c. Don't resign until you have a new job.
d. Don't criticize your old job when you are applying for a new job.
e. Do give at least two weeks' notice.
f. Do resign politely and in person.
g. Do write a letter of resignation.

Self-Test

Name _____

Date _____

Objective 3

List the four good reasons for resigning from a job. You may use your own words.

1. _____
2. _____
3. _____
4. _____

Objective 4

List five rules (do's and don'ts) for resigning from a job.

1. _____
2. _____
3. _____
4. _____
5. _____

Turn the page to check your answers.

Answers to Objective 3

You should have listed these four reasons:

- better job somewhere else
- your job changes
- you change
- dead-end job

If you did not list three of the reasons above, review pages 31-38.

Answers to Objective 4

You should have listed five of these rules:

- Do try to solve the problem without resigning.
- Do give your employer at least two weeks' notice.
- Do resign politely and in person.
- Do write a letter of resignation.
- Don't resign until you have another job.
- Don't tell anyone that you are job hunting.
- Don't criticize your old job when you apply for a new job.

If you were unable to list at least four of the above, review pages 39-46.

Writing a Letter of Resignation

Imagine that you have decided, for some good reason, to resign from your job. You have already given your employer notice. You have said in person that you are leaving, when you are leaving, and why you are leaving. Now you must make it official by putting it in writing. Your letter of resignation is a chance to make a good last impression on your employer. So be sure that it is neat, easy to read, and to the point. Here are some tips for writing the letter.

1. Either type the letter, or write in blue or black ink. Sign the letter by hand, in ink.
2. Use plain white paper of the regular size, 8 1/2 by 11 inches.
3. Write or type on one side only.
4. Make neat corrections. Messy eraser or ink spots make a letter hard to read. If your letter does not look neat, copy it over.
5. Be sure that your spelling and grammar are correct. Many people misspell "sincerely." Use a dictionary to check any words that you are not sure of.
6. Address your letter to your employer at his/her business address. Be sure to spell your employer's name correctly.
7. Keep your letter short and to the point. Try to fit it all onto one page.
8. Be sure that your letter is polite.

9. Be sure that your letter contains this information:
   - that you are resigning
   - when you are leaving
   - why you are resigning. Be honest here if you can, but don't hurt anyone's feelings. If you are leaving because you don't like the boss, don't say that. Just say that you have a better job offer somewhere else.
   - something good about having had the job
   - thank you to the employer for the job.

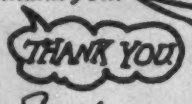
SAMPLE LETTER OF RESIGNATION

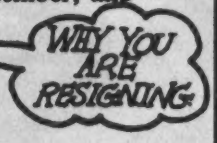
624 Linden Road
Orlando, Florida 33214
August 19, 1977

Ms. Rhoda Greenberg
Super Stereo Shop
146 West 22nd Street
Orlando, Florida 33216

Dear Ms. Greenberg:

I have enjoyed my two years working at Super Stereo Shop, and I would like to thank you for the opportunity of working here. I am *going away to school* in September, and so *I am resigning* as of *August 31, 1977.* My best to you and *thank you.*





Sincerely,

Ronald C. Scott

Ronald C. Scott

Activity:

How Good Is Philip's Letter?

How good is this letter of resignation? Read it over and then use the checklist on page 55 to decide if Philip has done everything correctly. For each correct item, place a check in the correct box in the checklist.

For every mistake that Philip makes, correct it by writing in the correct answer on his letter. If you need to rewrite the body of Philip's letter, use the next page.

322 Francis Drive
Redlands, Florida 36107

Mr. Fred Harper
Astro Book Company
222 Wilson Lane
Redlands, Florida 36106

Dear Mr. Harper:

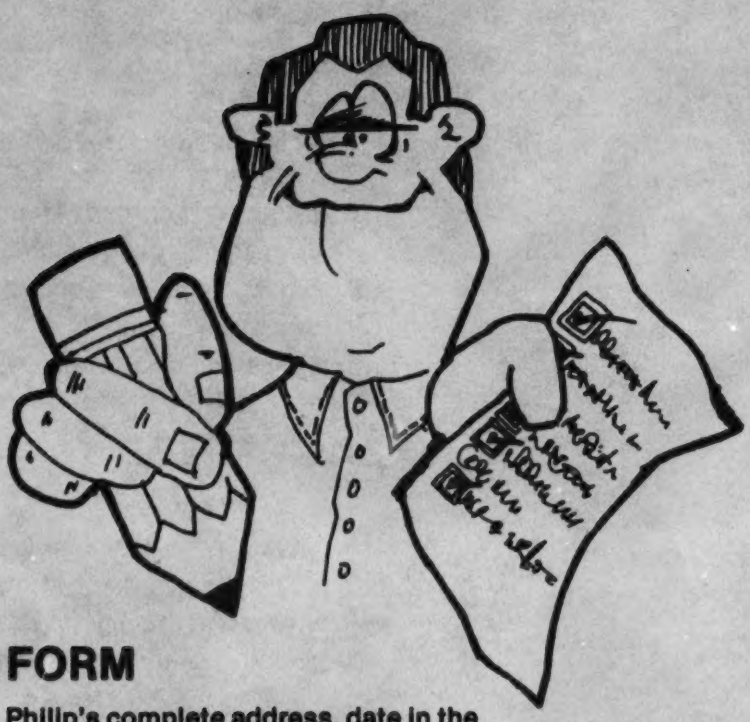
It's been very nice working for you, but I have been offered a good job in Silver City. I am very excited about starting it. My job with Astro helped me a lot. I'll miss everybody.

Sincerly,

Philip Brown

Philip Brown

Rewrite the body of Philip's letter below:



FORM

Check if Item Is Correct

- ☐ Philip's complete address, date in the upper right corner
- ☐ Name and address of employer, spelled correctly
- ☐ Dear Mr. Harper: [including colon (:)]
- ☐ Sincerely, [spelled correctly and including comma (,)]
- ☐ Signature [handwritten in ink]
- ☐ Typed name [if letter is typed]

CONTENT

- ☐ Says that he is resigning
- ☐ Says why he is resigning
- ☐ Says when he is leaving
- ☐ Says something good about having had the job
- ☐ Thanks his employer for the job

APPEARANCE

- ☐ On plain white paper, regular size
- ☐ Typed, or written in blue or black ink
- ☐ Neat
- ☐ Correct spelling and grammar

Turn the page to check your answers.

Here's how you should have rated Philip's letter.

FORM

Check if Item Is Correct

- ☐ Philip's complete address, date in the upper right corner
- ☑ Name and address of employer, spelled correctly
- ☑ Dear Mr. Harper: [including colon (:)]
- ☐ Sincerely, [spelled correctly and including comma (,)]
- ☑ Signature [handwritten in ink]
- ☑ Typed name [if letter is typed]

CONTENT

- ☐ Says that he is resigning
- ☑ Says why he is resigning
- ☐ Says when he is leaving
- ☑ Says something good about having had the job
- ☐ Thanks his employer for the job

APPEARANCE

- ☑ On plain white paper, regular size
- ☑ Typed, or written in blue or black ink
- ☑ Neat
- ☐ Correct spelling and grammar

Philip should rewrite his letter since:

- he didn't write the date in the upper right corner
- he didn't say he's resigning
- he didn't say when he's resigning
- he didn't thank Mr. Harper
- he misspelled "sincerely." He left out an "e."

Before he gives his letter to Mr. Harper, Philip should rewrite it and include the points he left out.

Here's how Philip's letter should look.

322 Francis Drive
Redlands, Florida 36107
April 22, 1977

Mr. Fred Harper
Astro Book Company
222 Wilson Lane
Redlands, Florida 36106

Dear Mr. Harper:

It's been very nice working for you at Astro Book Company, but I have been offered a good job in Silver City. Therefore, I am resigning here as of May 6, 1977. I'll miss everybody at Astro. Thank you for everything.

Sincerely,

Philip Brown

Philip Brown

Your letter doesn't have to read the same as this one. Just be sure that you:

- added the date
- said that Philip is resigning
- said when he is resigning
- thanked Mr. Harper
- corrected the misspelling of "sincerely."

Before Philip gives Mr. Harper his letter he must retype the letter and all the corrections.

57

Performance Test

Name _____

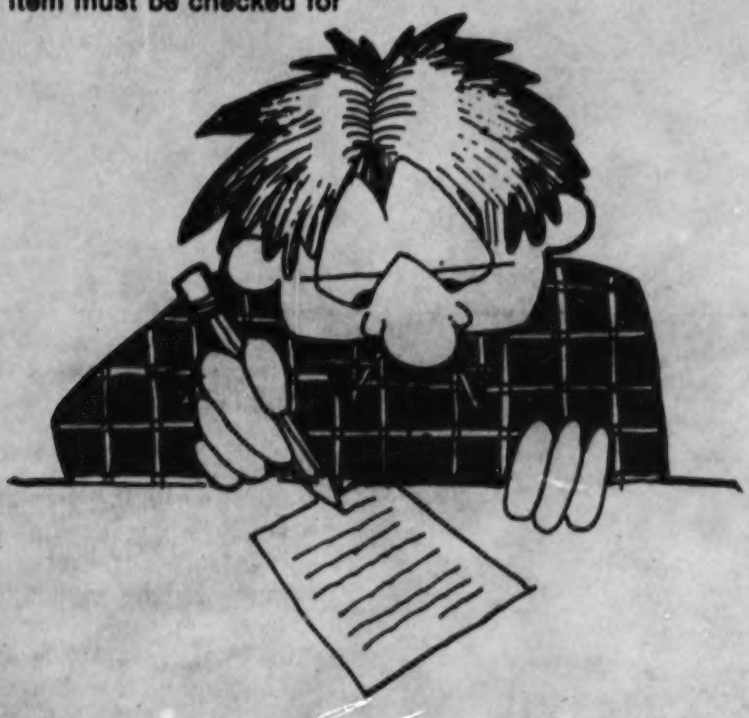
Date _____

Do it! **Objective 5**

Imagine that you are resigning from the Pacific Plastic Company as of two weeks from today. You are leaving because you have a better offer from the Atlantic Plastic Company. Your employer is Ms. Lydia Grey, Pacific Plastic Company, 622 Highland Avenue, Gulfport, Florida 33162. Use your name, today's date, and your home address. Use the blank sheet of paper on page 59.

You may want to look back at the sample letters on pages 52 and 57. Make a rough copy first, then use the performance checklist on page 60 to check the letter's form and copy. Write the final copy neatly in blue or black ink.

When you have finished, use the performance checklist again to be sure that everything is correct. Show your letter and checklist to your instructor. Each item must be checked for you to pass this objective.



Write your letter here.

Check if Item Is Correct

FORM

- ☐ Your complete address, date in the upper right corner
- ☐ Name and address of employer, spelled correctly
- ☐ Dear Ms. Grey: [including colon (:)]
- ☐ Sincerely, [spelled correctly and including comma (,)]
- ☐ Your signature [handwritten in ink]
- ☐ Your typed name [if letter is typed]

CONTENT

- ☐ Says that you are resigning
- ☐ Says why you are resigning
- ☐ Says when you are leaving
- ☐ Says something good about having had the job
- ☐ Thanks your employer for the job

APPEARANCE

- ☐ On plain white paper, regular size
- ☐ Typed, or written in blue or black ink
- ☐ Neat
- ☐ Correct spelling and grammar

When you think that your work is correct and you have checked all of the boxes in the performance checklist, give the letter and checklist to your instructor. The instructor will check your work to be sure that everything is right.

Changing Jobs

Changing Careers

Most of your job changes will be within a single career. You may go from file clerk to clerk-typist to administrative assistant to office manager, but that's all the same career. There may come a time, however, when you will want to change careers completely. You may want to switch from plumbing to electronics or from writing for the newspaper to painting portraits. Many people change careers during their lives, but this is a serious move and something that deserves a lot of thought.

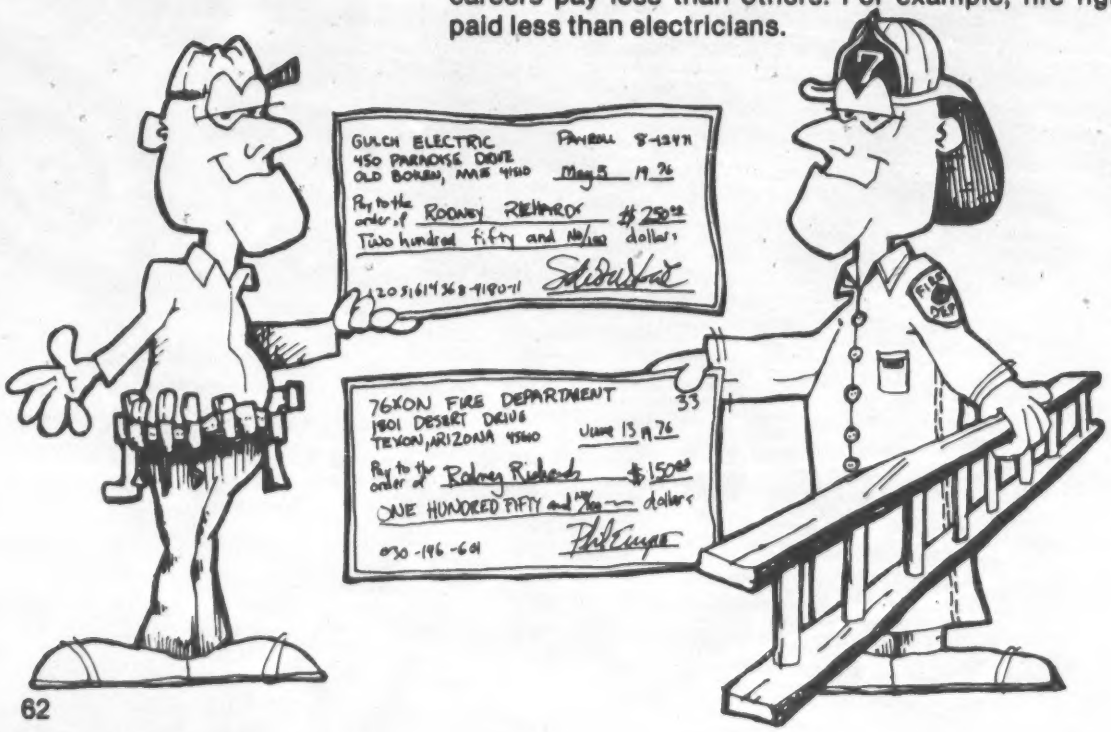
One good thing about a career is that it lets you build on the past. With each year you become better at your kind of work. You build up knowledge and experience, pay raises and promotions. A career also allows you to reach long-range goals. Many jobs are open to people only if they have had many years of experience. You might lose these good things if you decide to change careers.

Sometimes a change in careers is a good idea. There are some possible disadvantages, however. Think about these four disadvantages before you make your decision. Can you afford to change careers?

1

Extra Training. You may lack the necessary training for a job in your new career. Getting the skills and knowledge you need can cost you a lot of time and money. You may need to take special classes at night, or you may have to quit working so you can attend school full-time. Many times people have to live on their savings or borrow money while they're learning the skills they need in a new career.

2 **Less Pay.** Most jobs pay you by the amount of experience you have in that kind of work. You may have little or no experience in your new career, and so you might start out making a lower salary than you made in your old career, where you were paid more because of your experience. Remember also that some careers pay less than others. For example, fire fighters are paid less than electricians.



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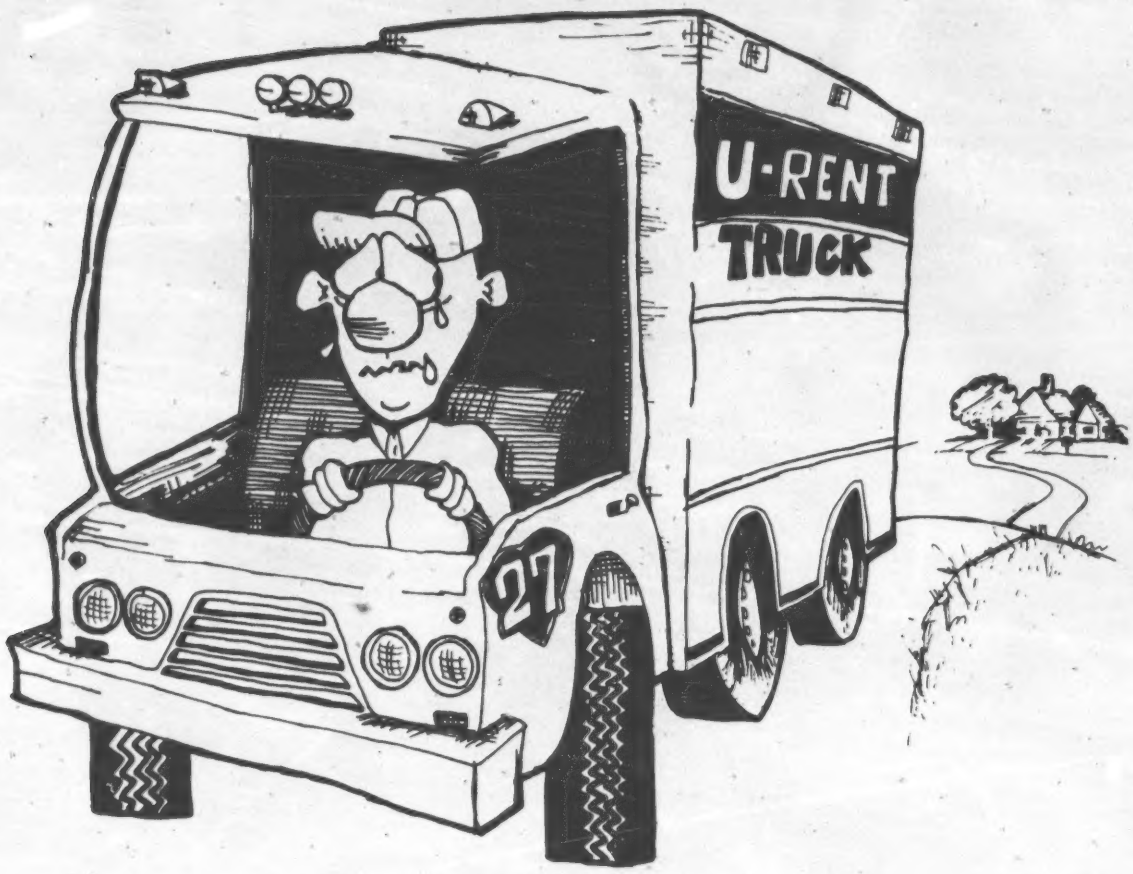
3

Moving. You may not be able to get a job in your new career unless you move to another city, either because you find more job openings there or because you are sent there by your new company. You may not want to move because you like where you are living now. Moving is expensive and takes time, and it may mean getting used to a new city and new friends.



4 **Loss of Investment.** You may have put a lot of time, money, and effort into starting out in your present career. You may lose what you've invested if you change careers. For example, if after five years you change careers, not only will you lose your original investment of time, money, and effort, but you may also start your new career with a five-year disadvantage. There are other losses to think about. You may be giving up seniority, pension, and other benefits when you give up your present career. For instance, if you are in the Armed Forces and have only three more years to serve until you reach twenty years of service, it may be wiser to serve those three years in order to get the higher pension benefits.

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"RRIIIINNNGGGG"
YUP! THIS IS WALLY WORKER. WHAT CAN I DO FOR YA?
HELLO WALLY? THIS IS ERNEST EMPLOYER. I'D LIKE TO OFFER YOU A JOB!
WE'LL DOUBLE YOUR SALARY, CUT DOWN ON HOURS, GIVE MORE BENEFITS, YOUR OWN OFFICE —
COMPANY CAR, PRIVATE SECRETARY, 6% ANNUAL RAISE, YOUR OWN EXPENSE ACCOUNT... WELL—WHAT DO YOU SAY?
THANKS, BUT I REALLY DON'T WANT TO LEAVE MY FRIENDS

There are times and situations when changing careers is a very good idea. But before you decide, it is good to remember the possible disadvantages:

CHANGING CAREERS

- **Less Pay**
- **Extra Training**
- **Moving**
- **Loss of Investment**

Activity:

Disadvantages of Changing Careers

Your best friend, Tracy, wants to change her career from nursing to flying cargo planes. She is really excited about her new career. She has already been offered a job, but there are some disadvantages she must consider:

- a six-month training program
- working in Alaska for at least two years
- learning many new skills (no nursing involved)
- less pay than her current job until her training program is completed

Tracy has already spent a lot of time and money getting her nursing degree, and so she has asked you what she should do. You like her a lot and you don't want to hurt her feelings, but she is ready to jump on the next plane for Alaska without thinking of any of the disadvantages of changing careers. Write a paragraph explaining what you would say to Tracy about changing her career. Make sure you tell her about the four disadvantages of changing careers.

Check your paragraph on the next page.

Your paragraph will be different from the one below, but use this paragraph as a guide to check your answers. Did you remember to include each of the four disadvantages of changing careers?

- extra training
- less pay
- moving
- loss of investment

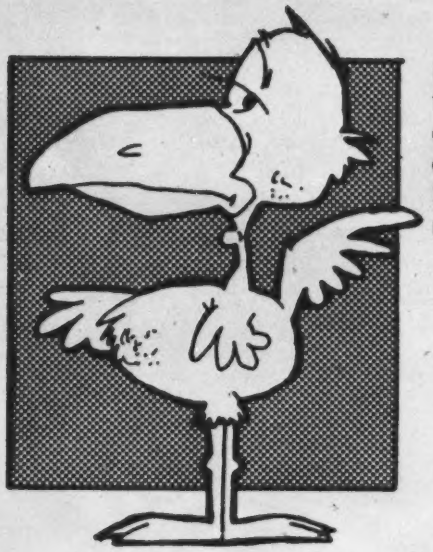
You sure are excited about that job offer you have. I know you've been getting tired of nursing, but I wonder if you have thought of the disadvantages of changing careers? First of all, what do you know about flying? You will have to spend six months learning how to fly! That's a lot of *extra training* for you to do—especially since you have already spent a lot of time and money on nursing school! Have you thought about that *loss of investment?* I know you'll earn *less money* for a few years too. Are you really sure you want to *move* to Alaska? What will we do without you?

Losing a Job

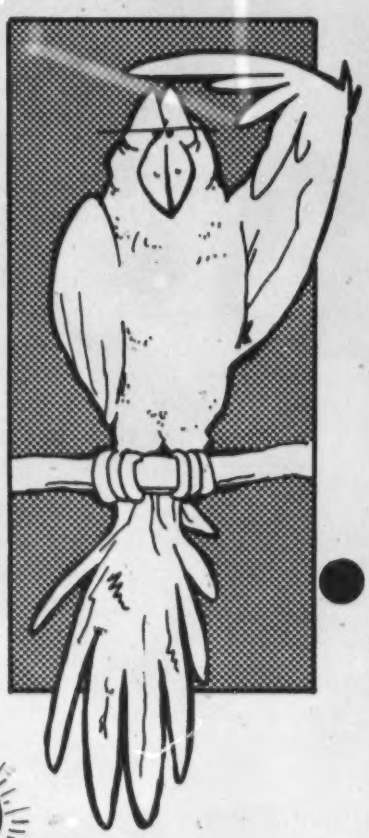
Every day many workers lose their jobs. Some are fired, and others must stop working because their jobs end for one reason or another. This happens to lots of people and they usually feel bad about it. If you are a worker who has lost a job, don't sit around feeling miserable and wasting time. Instead, take steps to get another job.

Find out why you lost your job. What happened? If you aren't sure, ask your supervisor. You could have been fired because you did something wrong. Or you may have been laid off because there wasn't enough work for you to do. If it was because of something that was your fault, you should take steps to see that it doesn't happen on your next job. Learn from your mistake; don't lose the next job for the same reason. If you believe you were fired for an unfair reason, find out what you can do to appeal it.

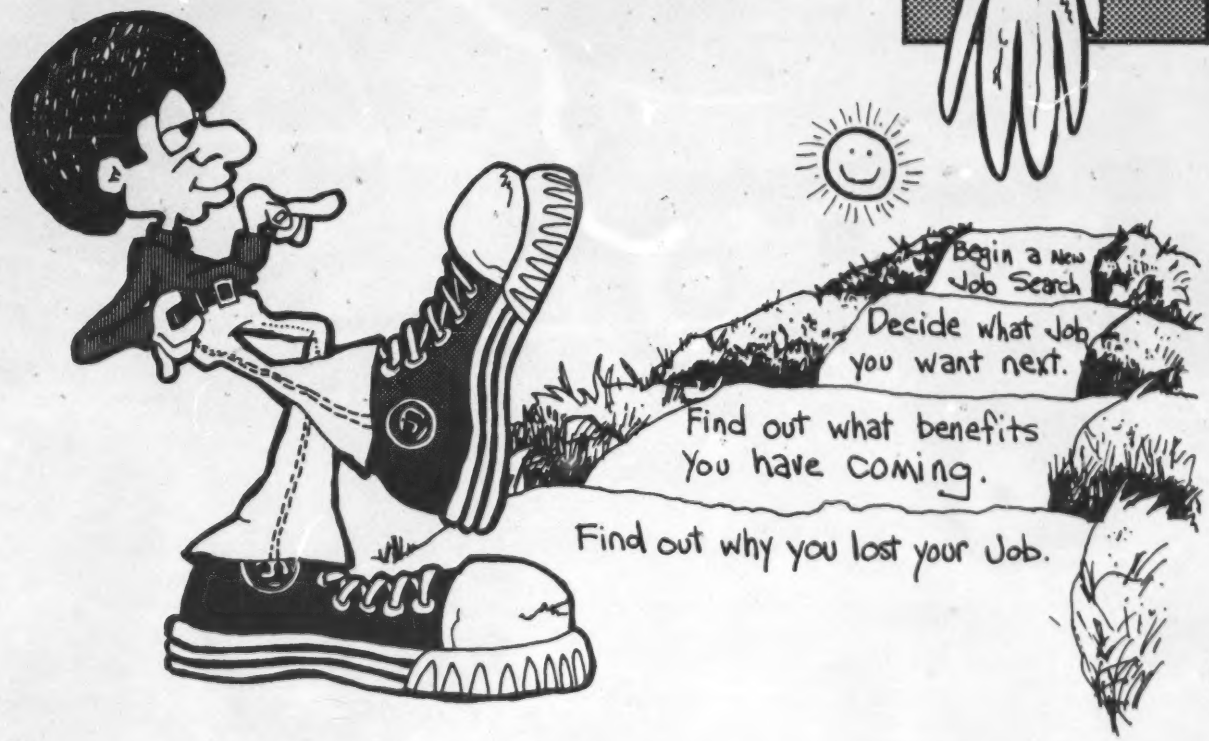
Find out what benefits you have coming. Some companies offer severance pay, often called separation pay. When you leave work you are given an extra one or two week's pay to help out while you look for a new job. You should also find out if you qualify for unemployment compensation. This is money that the government pays to people who have lost their jobs. For more information, check with the unemployment office. To find it, look in the white pages of the phone book under "Florida, State of." Then look under "Commerce Department." The number listed by "Employment Security Division" is the one to call.



Decide what job you want next. This can be a good time to think about your career. Do you want another job just like the one you lost? Or would it be a good idea to try a different kind of job? Maybe the job wasn't what you thought it would be. Maybe you have changed. Think it over before you look for a new job.



Begin a new job search. Tell everyone that you are looking for a job. Once you have lost a job, you have nothing to lose by telling people that you're looking for a new job. Read the want ads in the paper. Call, write, and visit possible job sites. You have been through a job search before, and so it should be easier this time.



Activity:

What Should Rosa Say?

Poor Rosa! She has just lost her job. Each picture below shows a step she is taking after being told she is losing her job. Under each picture is a blank for you to write in something that Rosa should say.

1 Rosa should say: _____

_____

2 Rosa should say: _____

_____

3 Rosa should say: _____

_____

4 Rosa should say: _____

_____

Check your answers on the next page.

Check your answers. You may have worded your statements differently, but the idea must be the same.

1 Rosa should say: **"Why am I losing my job?**

2 Rosa should say: **"I want to know what benefits I have coming."**

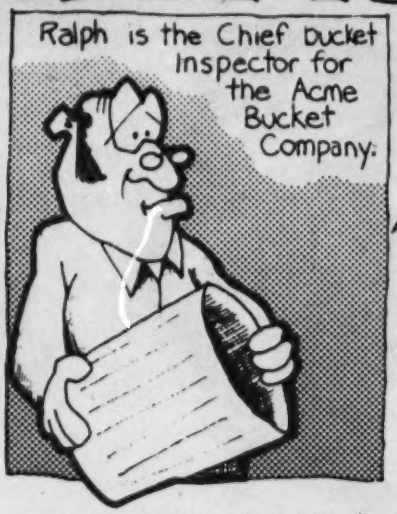
3 Rosa should say: **"I'm trying to decide what job I want next."**

4 Rosa should say: **"I'm beginning a new job search by reading the want ads."**

Rosa has followed the four steps to take when losing a job. If you lose your job, you should take the same steps:

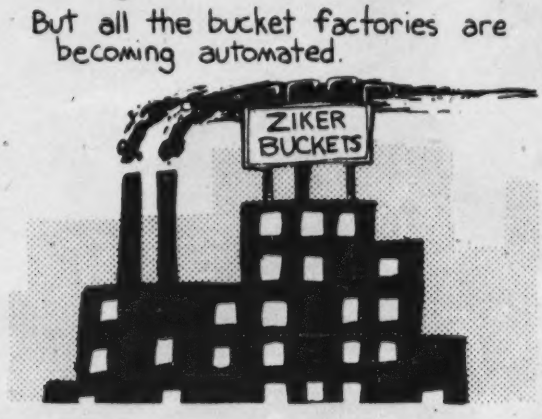
1. Find out why you lost your job.
2. Find out what benefits you have coming.
3. Decide what job you want next.
4. Begin a new job search.

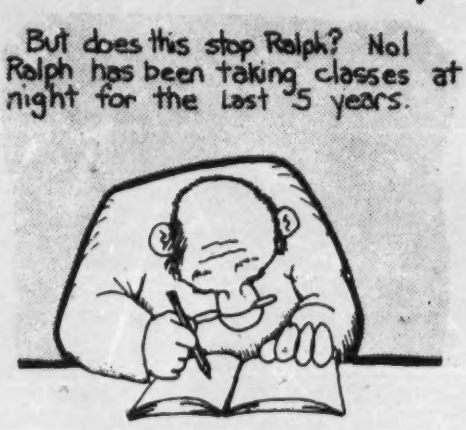
RALPH


Ralph is the Chief bucket Inspector for the Acme Bucket Company.

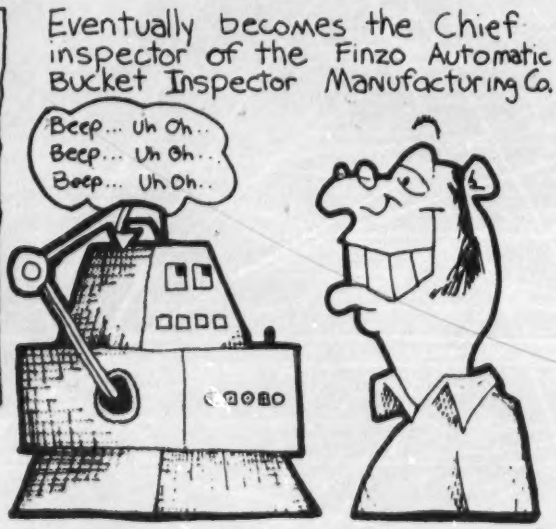
Ralph is being replaced by a mechanical inspector.
Beep... You Lose Ralph...
Beep... Beep.. You lose... Beep
I WIN...
Beep.. Hee Hee

Ralph must now decide what to do about finding another job.


But all the bucket factories are becoming automated.
ZIKER BUCKETS


But does this stop Ralph? No! Ralph has been taking classes at night for the last 5 years.

Ralph sends out resumes and...


Eventually becomes the Chief inspector of the Finzo Automatic Bucket Inspector Manufacturing Co.
Beep... Uh Oh..
Beep... Uh Oh..
Beep... Uh Oh..

Self-Test

Name _____

Date _____

Objective 6

List four disadvantages you should think about before changing careers.

1. _____

2. _____

3. _____

4. _____

Objective 7

List four steps to take if you lose your job.

1. _____

2. _____

3. _____

4. _____

Turn the page to check your answers.

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Answers to Objective 6

You should have listed these four disadvantages:

- extra training
- less pay
- moving
- loss of investment

If you were unable to list at least three of these, review pages 61-66.

Answers to Objective 7

You should have listed these four steps:

1. Find out why you lost your job.
2. Find out what benefits you have coming.
3. Decide what job you want next.
4. Begin a new job search.

If you were unable to list at least three of these, review pages 67-71.

Unit Review

Read over these knowledge objectives. For each one, think whether you can do what the objective asks. If not, review *now*. The page numbers are listed next to each objective. Your instructor will give you a final unit test on these knowledge objectives.

Knowledge Objectives	Pages
1. List five qualities your employer looks for when thinking about promoting you.	11-18
2. List the four steps in a promotion plan.	19-27
3. Name four good reasons for resigning from a job.	31-38
4. List five rules (do's and don'ts) for resigning.	39-46
6. List four disadvantages to think about before changing careers.	61-66
7. List the four steps to take if you lose your job.	67-71

You have already been tested on the performance objective, and so you won't be tested on it in the unit test. If you haven't completed the performance test, go back now and do it. Check the list of objectives at the front of this booklet (page 7) to be sure you have completed the performance objective and that your instructor has initialed it.

Performance Objective

5. Write a letter of resignation.

Glossary

A

accurate correct; true

adult education classes classes that are usually given during after-work hours so that people with jobs can attend them. They are not college classes; they usually do not lead to a degree. People take these courses to improve their abilities in areas they are interested in, or in areas that will help them on their jobs.

advance to move forward; to promote or be promoted. To advance in your job means to move on to a higher level.

appeal to call on someone to decide a matter in your favor. If you are fired, you may wish to appeal your boss's decision.

applicant person who asks for a job

automation the use of machines to do the work formerly done by people

C

career a person's life work. A career may include several jobs.

certificate a written or printed statement that proves something about the person who owns it. For example, a high school diploma is a certificate that proves you've graduated from high school.

community college a college that serves the needs of the community it is located in. Community colleges offer college courses and degrees for the first two years of college; they also offer technical courses. They are usually funded by the government.

company training programs programs given by the company to teach its employees job skills or company methods

competition trying hard to gain something wanted by others

consider to think about

correspondence courses classes of instruction taken by mail

co-worker another person who works for the same employer you do

criticize to find fault with someone or something; to make unfavorable remarks

D

dead-end job a job with no opportunity for raises or promotion

decision making up one's mind; making a choice

demotion a lower-level job within the same company. Demotions usually mean less responsibility and less money for the worker.

dependable able to be trusted or counted on. A dependable employee gets to work on time, completes his/her work assignments, and has other good work habits.

disadvantage unfavorable condition

E

employee a worker hired for a specific job
employer a person or firm that hires workers
employment work; job
examination a test of knowledge or skills

F

factor one thing or element in a situation. For example, hard work and punctuality are two factors in success at a job.
former employer the person or firm that used to employ the worker

G

glossary list of words with their meanings

I

importance value; worth
impression an idea in somebody's mind about you; what a person thinks about you after s(he) meets you or talks with you. If your letter of resignation is polite, it will leave your employer with a good impression of you.
interview a meeting between an applicant and employer to talk about a job
investment time, money, or energy that is spent in order to achieve a goal

L

layoff a period when your employer cannot keep you employed. Layoffs often happen during times when the employer has little business. Being laid off is different from being fired because a layoff is not your fault.
leadership ability to lead, direct, or supervise
license paper or card that shows permission or ability to do something; for example, a driver license

N

notice an advance warning. When you tell your employer that you will be leaving the job in two weeks, you are giving two weeks' notice.

O

objective a task you'll be able to do when you complete this unit
official done properly. To make something official is to put it on record.
opportunity chance to do or get something

P

pension a regular payment other than salary. Pension often refers to a retirement program or other benefits.

personnel office the office in a company or agency that handles the paperwork for interviewing, hiring, firing, promotion, payroll, and employee benefits. The personnel office usually has a complete list of job openings and job descriptions for positions in the company.

previous job experience all the jobs you have ever had; your work experience

promotion a higher-level job within the same company. Promotions usually mean more responsibility and more money for the worker.

Q

qualification that which makes a person fit for a job, task, office, or function

qualify to meet certain requirements; to have the right requirements for a job

R

rank your place or position in relation to other people

recommend to speak highly of; put in a good word for

recommendation written or spoken words of praise

reference a person who can give information about another person's character or ability

reorganize to change the order or structure; arrange in a new order

replacement the person who takes or fills your job when you leave or when you are promoted

require to demand; need

requirement something necessary or needed

resignation your written statement to your employer stating that you are leaving the job

resume a sheet of paper that contains information about a job applicant

S

seniority the length of time you have worked for the same employer. A person with more seniority than you has worked longer for the employer.

separation pay see **severance pay**

severance pay money that the employer pays you when you resign or are laid off. Not all employers give severance pay, and few pay it if you are fired.

supervise to direct others at their work. You may supervise those below you at work.

supervision direction and management. Your employer provides supervision of your work.

supervisor your boss; the person who directs your work

T

transfer leaving one section of a company and going to work for another section within the same company. You don't stop working for the company during the transfer. A transfer is not a promotion or a demotion.

U

unemployment compensation money the government pays you when you are between jobs. To collect the money, you must meet certain requirements such as having worked a certain amount of time during the previous 12 months.

university an educational institution that offers courses and degrees to the high school graduate. A university usually will include different colleges, such as a college of law, a college of business, and a college of education.